



Human Resources Policy Manual

Revised June 2021



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Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	General	HR-1	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Policy Statement

Saitsa is committed to being a great Association. We are proud of the integrity, efficiency and good citizenship of the people who work with us. The purposes of this Policy and all of the sections of this Policy is to establish the expectations and standards which we have for our employees and volunteers, to make sure that Saitsa continues to be a great place to work and volunteer and to protect Saitsa's good name.

Scope

This policy applies to all Saitsa employees. Where applicable, it also applies to Saitsa's volunteers. Collectively, volunteers and employees are referred to in this Policy as "employees".

This Policy applies at all times when employees are engaging in any business or other activities on behalf of Saitsa or representing Saitsa, or at any other times when employees' conduct could reasonably be expected to reflect on Saitsa or impact Saitsa's operations or reputation.

This Policy is intended to provide general guidance for Saitsa's day to day operations. It is not Saitsa's only policy, and employees are required comply with Saitsa's policies and procedures at all times regardless of whether they are included in this Policy.

General

Employees must uphold high standards for professional conduct, accountability, and diligence, and must work together to uphold the high standards of Saitsa in a collaborative and constructive manner.

Employees must comply with all federal, provincial, and municipal laws, statutes, enactments and regulations affecting Saitsa and their conduct when exercising their duties.

In the event that this Policy does not meet the requirements of the *Employment Standards Code* or any other applicable legislation, the law shall take priority over this Policy.

The specific terms of an employee's employment agreement take priority over this Policy in the event of a conflict.

Suggestions and Problem Resolution

Employees are encouraged to give positive and constructive feedback and suggestions regarding work-improvement and cost-saving ideas. Saitsa also encourages an open and frank environment in which any concern or question may be brought forward to management for consideration. No employee will be penalized for voicing a reasonable concern or making a suggestion for improvement in a reasonable, respectful and business-like manner.

This Policy does not supersede Saitsa's Whistleblower Policy.

Questions and Interpretation

Employees shall seek guidance from their managers in any case where there is a question about compliance with the spirit and letter of this Policy or any other Saitsa policies or procedures.

Conduct Outside Work

Employees must avoid any behaviour outside the workplace that will or may negatively impact Saitsa's reputation. This includes in-person activities and activities on social media.

Property and Funds

All Saitsa materials, vehicles, equipment, tools, property and employee working hours shall be used strictly for purposes related directly to Saitsa's operations unless expressly otherwise authorized in writing.

All Saitsa funds and transactions must be handled and recorded according to Saitsa's procedures from time to time.

Policy Review and Update

This Policy may be reviewed by Saitsa from time to time and is subject to change. Employees will be notified of changes to this Policy.

Compliance

Employees are required to comply with all of the sections of this Policy.

This Policy may be amended from time to time, and other policies may have been previously adopted or may be adopted in the future from time to time, and Employees are required to comply with those policies as well.

Failure to comply with this Policy or any other policy of Saitsa may result in disciplinary action as set out in this Policy.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Workplace Standards	HR-2	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

The purpose of this Section is to establish standards and expectations for Saitsa's workplace. These standards and expectations help make Saitsa a great place to work and protect and promote Saitsa's reputation.

Dress Code

General

A business is judged by its people, not only its products and services. It only takes a few seconds to make a first impression, and a lot of that first impression is based on appearance. Therefore, employees are required to dress and present themselves appropriately for their environment.

Appropriate Attire

Employees who are required to wear uniforms or who are subject to specific dress codes, including those who work in Saitsa restaurants, coffee shops and retail stores, must wear those uniforms or clothes that comply with those dress codes at all times when on duty.

Employees must use discretion and good taste in choosing their work attire and must refrain from wearing inappropriate attire. Inappropriate attire is attire that reflects poorly on Saitsa or fails to present an appropriate and professional image, and includes:

- Beach wear, club wear, and exercise wear;
- Excessively revealing clothing;
- Clothing that is ripped or torn, whether intentionally or otherwise;
- Clothing that is damaged, soiled or dirty; and
- Clothing with offensive slogans, languages or images.

Employees must wear appropriate footwear at all times.

Grooming and Hygiene

Employees must ensure that they are groomed appropriately. Employees must avoid strong fragrances and must take appropriate steps to control body odours or other odours which may be offensive to others.

Workplace Etiquette

All employees are required to ensure that their conduct in the workplace helps support and promote a positive work environment where a great team can flourish. Some examples of such conduct include:

- Keeping work areas and common areas neat and tidy and using them in an appropriate way;
- Reasonably limiting personal business during working hours; and
- Exercising care and respect in all communications.

Smoking and Vaping

Smoking and vaping are prohibited in all Saitsa facilities including all Saitsa buildings, offices and vehicles, with the exception of designated smoking areas.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Work Schedule and Hours	HR-3	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

The purpose of this Section is to establish standards and requirements for when employees will be expected to work and to balance employees' personal time with the business needs of Saitsa.

Hours of Work

Hours and Breaks

Full-time salaried employees are expected to work 7 hours per day, Monday through Friday, with a 1-hour unpaid lunch break. Full-time salaried employees may, during the summer months, arrange their schedules to work 70 hours over 9 days in a two week period and take every other Friday off, subject to manager approval.

Hourly employees will be entitled to one 30-minute unpaid break for every 5 consecutive hours of work. Upon approval by an employee's manager, this break may be broken into two 15-minute breaks.

Start and end times will be established by employees' managers based on Saitsa's business needs.

Hours of work and breaks will be scheduled by managers to ensure adequate coverage at all times, and hours of work may be modified from time to time with reasonable notice to employees.

Recording of Hours

Employees are required to ensure that their hours of work are tracked through the Human Resources Management System (HMRS) used by Saitsa. Hours of work must be recorded prior to the end of the pay period in which they were worked and should be required at the end of every day.

Overtime

Employees are required to obtain the prior approval of their managers before working more than 8 hours in a day or 44 hours in a week.



Employees who are eligible for overtime pay pursuant to the *Employment Standards Code* may enter into an Overtime Agreement with Saitsa. An Overtime Agreement allows employees to bank overtime worked and take time off at a later date at a rate of one hour off per hour worked. Overtime-eligible employees who do not enter into an Overtime Agreement will receive overtime pay at the rate of 1.5 times the employee's regular hourly rate for every hour of overtime worked, which will be paid on the next paycheque after the pay period in which the overtime was worked.

Employees who are not eligible for overtime but who work in excess of their regular hours may take time off at a later date at a rate of one hour off per hour worked. A request to take such time off must be submitted within 2 weeks of the excess hours worked.

The scheduling of banked time or time in lieu of overtime is subject to approval by the employee's manager.

Employees who are unsure of whether they are eligible for overtime under the *Employment Standards Code* should consult their manager.

For clarification, employees are not eligible for overtime pay for any courses, continuing education, seminars, or training sessions unless they are required by Saitsa.

Holidays

Salaried Employees

Definitions

In this Section:

- **“Additional Holidays”** means the following additional holidays which are observed by Saitsa but which are not Statutory Holidays:
 - Easter Monday (Monday after Easter Sunday)
 - Heritage Day (first Monday in August)
 - Boxing Day (December 26)
- **“Statutory Holidays”** means the statutory holidays in Alberta pursuant to the *Employment Standards Code*, and for clarity consist of:
 - New Year's Day (January 1)
 - Family Day (third Monday in February)
 - Good Friday (Friday before Easter Sunday)
 - Victoria Day (Monday before May 25)
 - Canada Day (July 1)
 - Labour Day (First Monday in September)
 - Thanksgiving Day (second Monday in October)
 - Remembrance Day (November 11)
 - Christmas Day (December 25)

Observance of Holidays

Saitsa observes the Statutory Holidays and the Additional Holidays. These are all “Holidays” for the purposes of this Section.



If a Holiday falls during a salaried employee's vacation, the Holiday will be observed on the first day following the employee's return unless the employee and Saitsa agree that the Holiday will be observed on a different date.

Hourly Employees

Definitions

In this Section:

- **"Statutory Holidays"** means the statutory holidays in Alberta pursuant to the *Employment Standards Code*, and for clarity consist of:
 - New Year's Day (January 1)
 - Family Day (third Monday in February)
 - Good Friday (Friday before Easter Sunday)
 - Victoria Day (Monday before May 25)
 - Canada Day (July 1)
 - Labour Day (First Monday in September)
 - National Day for Truth and Reconciliation (September 30)
 - Thanksgiving Day (second Monday in October)
 - Remembrance Day (November 11)
 - Christmas Day (December 25)

Holiday Pay

Employees who are eligible for holiday pay under the *Employment Standards Code* will receive such pay in accordance with the *Code*.

Vacation

Salaried Employees

Subject to contrary provisions in their individual employment agreements, salaried employees are entitled to vacation as follows:

Years of Service	Vacation Entitlement
1-4 years	3 weeks (15 days)
5-9 years	4 weeks (20 days)
10 years or more	5 weeks (25 days)

Scheduling of Vacation Days

Vacation days must be approved by an employee's manager. It is preferable that at least 2 weeks' advance notice is given for vacation requests.

Use of Vacation Days

All employees are required to use their vacation time from the previous year of employment before June 30th of each year. Executive Director approval is required to carry over unused vacation time



beyond this. Managers may require employees to take unused vacation time at a time set by the manager.

Employees who wish to use their vacation days prior to them being accrued must obtain prior approval of their managers.

Hourly Employees

Subject to contrary provisions in their individual employment agreements, hourly employees are paid vacation as follows:

Years of Service	Vacation Pay
1-4 years	4%
5 years or more	6%

Volunteer Days

General Volunteer Days

Once per year Saitsa may organize a day-long volunteer session. This will be a full day event where employees can volunteer with an organization selected by Saitsa. Employees that choose not to participate may work that day instead.

Salaried Employees

Full-time salaried employees are entitled to take one additional paid volunteer day per year to be spent volunteering at a not-for-profit or charity organization of the employee's choice.

Sick Leave

Eligibility

This Section applies to **salaried employees only**. Hourly employees (part-time and full-time) are exempt from this Section.

Definitions

In this Section:

- “**Long term leave**” means time away for medical reasons for longer than 17 weeks;
- “**Short term leave**” means time away for medical reasons for longer than 5 business days to a maximum of 17 weeks;
- “**Sick days**” means time away for medical reasons for 5 business days or less (or longer periods if approved by the Manager, Staff Experience); and
- “**Sick leave**” means any or all of sick days, short term leave, and long term leave, as applicable.

Use of Sick Leave

Employees should use sick leave when unable to perform their duties due for medical reasons or in the case of dependent care, as appropriate.

Employees must notify their manager and the Manager, Staff Experience, as soon as possible when taking sick leave. During sick leave, employees must where possible keep their direct managers informed of their expected return to work dates. Employees must also enter their sick leave into HRMS within the current pay period for tracking.

Employees are entitled to paid sick days, Employees should consult their staff benefits booklet for benefits which may be available for short term leave or long term leave.

If requested by their manager, employees must provide a doctor's note regarding their absences. Employees are responsible for any costs associated with obtaining a doctor's note. Managers may request doctor's notes if:

- an employee is absent for three (3) consecutive workdays; or
- an employee frequently misses work due to illness.

Employees are prohibited from using sick days for reasons not related to medical reasons or personal wellness. If there is any uncertainty regarding whether a sick day may be used for a particular purpose, this will be determined based on whether that purpose is of a nature for which short term leave or long term leave would be available should the matter extend for a longer period.

Employees seeking short term leave or long term leave are required to submit a completed Leave of Absence form to their manager and the Manager, Staff Experience.

Leaves of Absence

Leaves of Absence

Saitsa grants all leaves as required by the *Employment Standards Code*. Saitsa also grants the following additional leave of absence benefits in respect of bereavement leave:

- Saitsa will pay the employee's regular salary during the 3 days' bereavement leave set out in the *Employment Standards Code*; and
- Additional bereavement leave (paid or unpaid) may be provided in the discretion of the Executive Director.

During approved leaves of absence, Saitsa will continue to provide benefits to the employee at the same rate as immediately prior to the leave commencing. Employees must return to work as scheduled at the end of their leaves of absence.

Additional information about leaves of absence is available from the Manager, Staff Experience.

Requests

All requests for a leave of absence must be made in writing using Saitsa's Leave of Absence Request Form with as much notice as possible. Requests must be submitted to the employee's direct manager and the Manager, Staff Experience.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Technology	HR-4	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

Technology is a vital tool for Saitsa in carrying out its business, but there are risks associated with its use. The purpose of this Section is to establish the requirements for use of Saitsa technology and to establish the requirements for using any technology when carrying on Saitsa's business.

Cell Phones

Requirements

Employees shall comply with the following when using cell phones for Saitsa business:

- Proper and professional telephone etiquette must be used at all times, including identifying oneself when answering and maintaining a professional outgoing voicemail message.
- Employees must comply with all distracted driving legislation. Employees who are convicted for any breach of such legislation shall be solely responsible for any associated fines, penalties or other punishments, even if the phone was being used to conduct Saitsa business at the time.
- No disciplinary action may be taken against any employee who does not answer or use their cell phone while driving.

Computers and other Information Systems

Requirements

Employees shall comply with the following requirements respecting the use of computer technology, including computers, laptops, tablets and smart phones:

- Employees shall restrict their use of Saitsa email and internet services for personal use to a reasonable level.
- If a Saitsa email address has been provided to an employee, the employee shall use such email address for all Saitsa business and shall not use personal accounts.
- Saitsa technology shall not be used for any commercial activities except for Saitsa's own business.



- Employees must not download or install any software or files except with the prior approval of the Manager, Staff Experience.
- Email communications using Saitsa email, as well as any email involving Saitsa business, shall be polite and professional in nature.
- Confidential materials shall not be transmitted via email except with prior manager approval.
- Employees shall take reasonable steps to protect Saitsa's systems from viruses, including not opening emails from unknown senders, exercising caution in opening attachments even from known sources, and notifying their manager of any incidents or suspicious communications.

Use of Personal Equipment

Employees shall obtain prior approval before using any computer technology, including computers, laptops, tablets and smart phones, to conduct Saitsa business. Employees must secure data on such equipment to the same extent as such data is secured on Saitsa technology. This shall include ensuring that such equipment is protected with a secure password.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Conflicts of Interest	HR-5	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

Saitsa is committed to maintaining the highest level of integrity in all of its activities, and to avoid conflicts of interest and perceived conflicts of interest with respect to any internal or external matters.

Definitions

In this Section:

- **“Conflict of Interest”** means a situation in which an employee has a Personal Interest which conflicts or competes with or could conflict or compete with Saitsa’s interests, directly or indirectly, or could influence the way in which the employee engages in any business or activities on Saitsa’s behalf, and includes any situation where this could reasonably be perceived to be the case.
- **“Personal Interest”** means an economic or personal interest or advantage or disadvantage that may impact the employee or any Related Person to the employee.
- **“Related Person”** means a person with a close relationship to an employee or to whom the employee owes a duty, and includes:
 - a spouse, adult interdependent partner, parent, sibling, child, or other close relative, and the child or spouse of any of them;
 - any person with whom the employee has a current or recent close relationship; and
 - a corporation, partnership, or trust in which the employee or any person identified in this definition has a direct or indirect material ownership, control, direction or other interest.

General Standards

All employees are required to avoid Conflicts of Interest.

Employment of Related Persons

Saitsa permits the employment of individuals who are Related Persons to an employee. If employees are Related Persons to one another, they are required to disclose such relationship to their manager(s) so that potential Conflicts of Interest may be addressed and avoided.

Reporting

Employees must report any Conflicts of Interest which arise to their manager and comply with their manager's instructions in that regard. Should a Conflict of Interest arise on the part of the Executive Director of Saitsa, the Executive Director shall report to Saitsa's Board of Directors and comply with their instructions in that regard.

Responding to Conflicts of Interest

Steps which may be taken to respond to a Conflict of Interest which arises may include, but are not limited to:

- Requiring the employee to refrain from participating in the associated decision or activity; and
- Reassigning the associated decision or activity or requiring the employee to delegate it.

Gifts

Employees shall not accept gifts, benefits or unusual hospitality that might lead to a Conflict of Interest. Any gift to an employee related to their relationship with Saitsa that exceeds \$250.00 in value must be reported to the Executive Director of Saitsa.

Outside Employment

Employees may hold positions outside of Saitsa provided that such positions do not interfere with the employees' exercise of their duties and no Conflict of Interest arises as a result of such position.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Safety and Wellness	HR-6	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

Saitsa is committed to ensuring public safety and to providing a safe and healthy work environment for employees. Saitsa believes that our people are our most important resource. Saitsa is committed to employee safety, and Saitsa's goal is to minimize workplace risks and hazards.

Drugs and Alcohol

Definitions

In this Section:

- **"Drugs or Alcohol"** means alcohol and all drugs which have the potential to cause Impairment or otherwise impact mental state or job performance, including prescribed drugs, illegal drugs, and legal drugs and substances, or any combination thereof.
- **"Impaired" or "Impairment"** means any physical or mental limitations or reductions in ability due to the use or after-effects of Drugs and Alcohol.

Prohibition

The following are prohibited while on duty, while on Saitsa premises, while attending Saitsa-sponsored events or otherwise representing Saitsa, or at any other times when employees' conduct could reasonably be expected to reflect on Saitsa or impact Saitsa's operations or reputation:

- the consumption, use, manufacture, distribution, promotion, purchase, sale or offering of any illegal or controlled drugs, drug-related paraphernalia, prescription medication for which a prescription has not been legally obtained; or
- the intentional misuse of medications.

Employees shall not carry out any operations or activities on behalf of Saitsa while Impaired.

Reporting



Employees shall report any incidents involving Drugs or Alcohol, including near misses, and any potential Impairment to their managers. Managers shall report such incidents to the Manager, Staff Experience, who will determine whether further investigation or other steps are required.

Social Events

If employees are attending social events sanctioned by Saitsa where alcohol or legal drugs are offered, employees shall ensure that if they consume such substances, they do so in a reasonable and safe manner, including arranging a safe means of transport home afterwards.

Employee Support

Saitsa maintains an Employee Assistance Program (EAP) which provides help and information to employees who suffer from substance abuse problems. Employees who are suffering or may be developing such problems are encouraged to engage with this program. There will be no disciplinary action or negative employment consequences for engaging with this program. However, engaging with this program after a breach of this Policy may not lessen disciplinary action for breaching this Section.

Workplace Safety

Commitment to Safety

Saitsa is committed to protecting our employees, others who enter Saitsa property, and the general public.

General

Saitsa and employees at every level are responsible and accountable for Saitsa's health and safety performance. Active participation by all employees at all times is necessary to achieve the high level of health and safety that Saitsa expects. This includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Saitsa's goal is a healthy, injury-free workplace for all employees.

Saitsa's Obligations

Saitsa will ensure:

- the health, safety and welfare of employees and other persons at or near Saitsa's work sites who may be affected by hazards originating from Saitsa's work sites;
- that employees are aware of their duties;
- that employees are not subjected to and do not participate in harassment or violence relating to their employment with Saitsa;
- that employees are adequately supervised; and
- that Saitsa consults and cooperates with Saitsa's Health and Safety Committee;
- that there's consistent involvement with the SAIT Health, Safety and Environment Services Council to comply with SAIT's regulations and guidelines;
- that health and safety concerns are resolved in a timely manner; and
- that managers and employees are adequately trained with respect to health and safety matters.

Obligations of Managers

Managers will ensure:

- they are competent to supervise the employees under their supervision;
- they supervise the employees under their supervision and ensure that work is carried out according to the requirements of occupational health and safety legislation including hazard controls and proper use of safety equipment and personal protective equipment;
- they take all precautions necessary to protect the health and safety of employees under their supervision;
- they make reasonable efforts to advise employees of known or reasonably foreseeable hazards associated with their duties; and
- they report health and safety concerns to the Manager, Staff Experience promptly.

Obligations of Employees

Employees will ensure:

- they protect their health and safety and that of other employees and other people at or near Saitsa property;
- they cooperate with their manager to protect the health and safety of themselves and others;
- they comply with occupational health and safety legislation including hazard controls and proper use of safety equipment and personal protective equipment;
- they refrain from causing or participating in harassment or violence;
- they report health and safety concerns to their manager or the Manager, Staff Experience promptly.

Reporting

Employees must notify their direct manager immediately in the event of an incident, including an accident, injury or near miss, and the employee and manager must promptly complete an incident report and submit it to the Manager, Staff Experience.

Emergencies

Employees must comply with the Emergency Response Plan adopted by SAIT from time to time.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Communications	HR-7	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

Employees can impact Saitsa's operations and reputation through comments made to the public, including comments to the media and using social media. The purpose of this Section is to establish the obligations and expectations of employees when making comments which are or could become public.

Media Relations

Media Inquiries

Employees shall direct any members of the media, including reports, media outlets, researchers, bloggers, social media personalities, photographers, or any other person wanting to ask questions, "fact check", take photos, conduct interviews, or record any Saitsa personnel or locations, to the media inquiries section of the Saitsa website. Employees shall not otherwise communicate with media except with the prior authorization of their managers or the Manager, Marketing and Communications.

Employees shall ensure that any communications with the media are factual only, and employees shall not comment outside of their area of expertise, admit liability, or speculate on the cause of any events, except with the prior authorization of their managers or the Manager, Marketing and Communications.

Saitsa Social Media Accounts

Prohibition

Employees shall not post on Saitsa's social media accounts except with the prior authorization of their manager or the Manager, Marketing and Communications.

Standards for Posts

All posts to Saitsa social media accounts shall:

- Be professional and respectful;



- Support Saitsa's positive reputation and promote its position in the community;
- Not contain any harassing, obscene, defamatory, threatening, hateful or embarrassing content;
- Not contain any confidential information about Saitsa;
- Respect privacy and usage policies; and
- Comply with the terms of service for the applicable social media platform.

Private Social Media Accounts

Prohibitions

Employees shall not post any of the following on their own social media accounts:

- Any confidential information about Saitsa;
- Any personal information about any other Saitsa employees except with the permission of those individuals;
- Any statements which may unduly negatively impact the reputation of Saitsa;
- Any comments about Saitsa or its operations unless an express disclaimer is included that these are the speaker's own views and not those of Saitsa; or
- Any statements which expressly or implicitly suggest that the employee is speaking on behalf of Saitsa.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Privacy	HR-8	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

As part of its business, Saitsa has access to personal information of employees and of other individuals coming into contact with the organization. Saitsa is committed to protecting the privacy of the people whose information it possesses and ensuring compliance with privacy legislation.

Personal Information of Employees

Collection

Saitsa will only collect personal information of employees as follows:

- To establish an employee profile in Saitsa's payroll system and benefits program;
- To track an employee's performance with Saitsa;
- To meet legal requirements;
- To ensure that Saitsa maintains emergency contact information for employees;
- Such other purposes as are reasonably required for Saitsa to perform its operations; or
- When such information is collected with the consent of the employee.

Employees shall ensure that all personal information provided to Saitsa is accurate and up to date and shall promptly notify the Executive Director, the Manager, Staff Experience and the Manager, Assets & Payroll Administration of any changes to the personal information provided to Saitsa from time to time.

Use

Saitsa will only use the personal information of employees as follows:

- For the purpose for which it was collected;
- For such other purpose as authorized by law; or
- For such other purposes as may be consented to by the employee.

Storage

Personal information of Saitsa's employees will be stored securely. Electronic information will be stored in such a manner as to limit access to those files to those personnel who are authorized to



view or use such information. Hard copies of such information will be stored in a secure office and shall not be removed from Saitsa's offices except with the authorization of the Manager, Staff Experience, Manager, Assets & Payroll Administration, or the Executive Director.

Employee personal information will be retained for at least 6 years after the year in which the employee's employment ended.

Access

Personal information of employees shall not be accessed by any person except for the Executive Director, the Manager, Staff Experience and the Manager, Assets & Payroll Administration and members of the management team who need to access such information as part of establishing, managing, or ending a relationship with the employee or managing the post-employment relationship, unless the employee otherwise consents.

Employees may view their own personnel files. Employees shall provide advance notice to request such access and shall not be entitled to remove such files from Saitsa's office. Employees accessing their own files shall be accompanied by the Executive Director, the Manager, Staff Experience, Manager, Assets & Payroll, or all, or their delegates.

If access to a person's personal information causes or is likely to cause a conflict of interest pursuant to the Conflicts of Interest Section of this Policy, that person shall not have access to such information and an alternative approach will be identified to complete that person's duties.

Disclosure

Personal information of employees shall not be disclosed to anyone outside of the organization except:

- if such disclosure is authorized or required by law; or
- with the consent of the employee.

Personal Information of Others

Collection

Saitsa will only collect personal information of persons outside of the organization as follows:

- To meet legal requirements;
- Such other purposes as are reasonably required for Saitsa to perform its operations; or
- When such information is collected with the consent of the employee.

The purpose for which personal information is collected must be determined prior to or at the time of collection.

Use

Saitsa will only use the personal information of persons outside of the organization as follows:

- For the purpose for which it was collected;



- For such other purpose as authorized by law; or
- For such other purposes as may be consented to by the person.

Storage

Personal information collected by Saitsa will be stored securely. Electronic information will be stored in such a manner as to limit access to those files to those personnel who are authorized to view or use such information. Hard copies of such information will be stored securely and shall not be removed from Saitsa's offices except with the authorization of the Manager, Staff Experience, Manager, Assets & Payroll Administration or the Executive Director.

Personal information will be retained and destroyed in accordance with Saitsa's records retention procedures from time to time.

Access

Employees shall not access personal information of persons outside the organization except for the purpose for which such information was required as part of their work duties with Saitsa.

If access to a person's personal information causes or is likely to cause a conflict of interest pursuant to the Conflicts of Interest Section of this Policy, that person shall not have access to such information and an alternative approach will be identified to complete that person's duties.

Disclosure

Any requests for disclosure of personal information in the possession of Saitsa shall be directed to the Executive Director.

Personal information in the possession of Saitsa shall not be disclosed to anyone outside of the organization except:

- if such disclosure is authorized or required by law; or
- with the consent of the employee.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Harassment	HR-9	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

Saitsa is committed to providing a work environment in which all employees are treated with respect and dignity. Saitsa is committed to eliminating or controlling the hazard of Harassment. All employees are required to uphold this Section and work together to prevent Harassment.

Definitions

In this Section:

- **“Harassment”** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance, but for clarity does not include reasonable action taken by a manager or supervisor relating to the management of an employee or the work site.

Procedures

In support of this Section, Saitsa has implemented Harassment prevention procedures which include procedures at the end of this Section to protect employees from Harassment and a process for employees to report incidents or raise concerns.

Obligations

Saitsa will ensure this Section and the supporting procedures are implemented and maintained, and that all employees receive relevant information and instruction on the contents of this Section and the corresponding procedures.

Managers will adhere to this Section and the corresponding procedures and are responsible for ensuring that they are followed by employees and that employees have the information they need to protect themselves.

Employees must comply with this Section and the corresponding procedures.



Prohibition

No employee shall engage in any Harassment.

Complaints

Employees shall report incidents of Harassment to the appropriate person in accordance with the corresponding procedures.

Saitsa will investigate and take appropriate corrective actions to address incidents and complaints of Harassment in a fair, respectful and timely manner.

Saitsa will endeavour to respect the privacy of all concerned as much as possible. Saitsa will not disclose the circumstances related to an incident or complaint of Harassment or the names of the parties involved except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No employees may be penalized, reprimanded or criticized when acting in good faith while following this Section for addressing situations involving Harassment.

Other Remedies

Nothing in this Section prevents or is intended to discourage an employee from exercising their rights under any law, including the *Alberta Human Rights Act*, or Saitsa's Whistleblower Policy.

Procedures

Preventing Harassment

- Saitsa will work to prevent Harassment and will not tolerate any form of Harassment. Employees must do their part to encourage a work environment that is based on respect and integrity.
- Saitsa will ensure that all employees are educated on what constitutes Harassment and are aware of how seriously allegations of Harassment are taken. New employees will be informed of this during their orientation by the Manager, Staff Experience or their delegate.
- Managers and supervisors must make examples of themselves and encourage a safe working environment for employees under their supervision.

Complaints

- Employees are encouraged to report any incidents of Harassment to their manager or the Manager, Staff Experience. Managers must report any such incidents to the Manager, Staff Experience or the Executive Director.
- The Manager, Staff Experience or the Executive Director will determine a reasonable solution to the complaint. If they determine that it is appropriate to do so, an investigation will be conducted, and an external specialist or consultant may be engaged to carry out an investigation.
- All parties involved in the complaint will be treated with fairness and given an opportunity to explain what happened from their own perspective.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Violence	HR-10	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

Saitsa is committed to preventing workplace violence and providing a healthy and safe workplace for its employees. Saitsa will take whatever steps are reasonable to protect employees from the hazards associated with workplace violence. All employees are obligated to uphold this Section and work together to prevent workplace violence.

providing a work environment in which all employees are treated with respect and dignity. Saitsa is committed to eliminating or controlling the hazard of Harassment. All employees are required to uphold this policy and work together to prevent Harassment.

Definitions

In this Section:

- **“Violence”** means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Procedures

In support of this Section, Saitsa has implemented Violence prevention procedures which include procedures at the end of this Section to protect employees from Violence and a process for employees to report incidents or raise concerns.

Obligations

Saitsa will ensure this Section and the supporting procedures are implemented and maintained, and that all employees receive relevant information and instruction on the contents of this Section and the corresponding procedures.

Managers will adhere to this Section and the corresponding procedures and are responsible for ensuring that they are followed by employees and that employees have the information they need to protect themselves.

Employees must comply with this Section and the corresponding procedures.

Prohibition

No employee shall engage in any Violence.

Complaints

Employees shall report incidents of Violence to the appropriate person in accordance with the corresponding procedures.

Saitsa will investigate and take appropriate corrective actions to address incidents and complaints of Violence in a fair, respectful and timely manner.

Saitsa will endeavour to respect the privacy of all concerned as much as possible. Saitsa will not disclose the circumstances related to an incident or complaint of Violence or the names of the parties involved except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No employees may be penalized, reprimanded or in any way criticized when acting in good faith while following this Section and the corresponding procedures for addressing situations involving Violence.

Other Remedies

Nothing in this Section prevents or is intended to discourage an employee from exercising their rights under any law, or Saitsa's Whistleblower Policy.

Procedures*Preventing Violence*

- Saitsa will work to prevent Violence and will not tolerate any form of Violence. Employees must do their part to encourage a work environment that is based on respect and integrity.
- Saitsa will ensure that all employees are educated on what constitutes Violence and are aware of how seriously allegations of Violence are taken. New employees will be informed of this during their orientation by the Manager, Staff Experience or their delegate.
- Managers and supervisors must make examples of themselves and encourage a safe working environment for employees under their supervision.

Complaints

- Employees are encouraged to report any incidents of Violence to their manager or the Manager, Staff Experience. Managers must report any such incidents to the Manager, Staff Experience or the Executive Director.
- The Manager, Staff Experience or the Executive Director will determine a reasonable solution to the complaint. If they determine that it is appropriate to do so, an investigation will be conducted, and an external specialist or consultant may be engaged to carry out an investigation.



- All parties involved in the complaint will be treated with fairness and given an opportunity

Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Recruitment and Selection	HR-11	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

to explain what happened from their own perspective.

Purpose

Saitsa is committed to recruiting and selecting employees who are most qualified to perform the requirements of each position available.

Non-Discrimination

Saitsa is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of race, religious belief, colour, gender, physical or mental disability, marital status, ancestry, age, place of origin, family status, source of income, sexual orientation, or any other prohibited ground of discrimination under Human Rights legislation.

Procedures

- All new positions must be approved by the Executive Director (for salaried positions) or by a Director (for hourly positions) and must have a job description approved by the Executive Director or the Manager, Staff Experience.
- Managers are responsible for recruitment of new employees within their departments. Managers must coordinate recruitment with the Manager, Staff Experience, including:
 - Posting of positions for salaried positions may only be done by the Manager, Staff Experience; and
 - Interviews shall be jointly conducted by the manager and the Manager, Staff Experience.
- Job openings will be posted unless a preferred internal candidate has been identified.
- Jobs may be posted using a variety of means. Approval by the Executive Director is required for use of recruitment agencies or executive search organizations.
- Any candidate who deliberately misrepresents or falsifies information during the recruitment process shall not be hired or, if already employed, may be subject to the disciplinary processes set out in this Policy.
- Employees shall be classified into one of the following Employment Status Classifications:



- Salaried – employees who work 35 hours per week, are eligible for benefits and are paid a regular salary;
- Full-Time Hourly – employees who work at least 35 hours per week, are eligible for benefits, and are paid an hourly rate;
- Part-Time Hourly & Honoraria – employees who work less than 35 hours per week, are not eligible for benefits and are paid an hourly rate or a fixed honorarium.
- All new employees will be required to sign an employment agreement with Saitsa.
 - Managers are responsible for part-time hourly and honoraria agreements.
 - Full-time hourly agreements must be approved by the Manager, Staff Experience.
 - Salaried agreements must be approved by the Executive Director.
- All new full-time hourly and salaried employees must provide a police background check. Part-time hourly and honoraria employees may be required to provide a police background check in the discretion of the manager. Completed police checks must be provided to the Executive Director. If a police check displays any prior convictions, continued employment shall be at the discretion of the Executive Director.

Probationary Period

The first 90 days of an employee's employment is the probationary period. Saitsa may end the employment relationship at any time during this period, without notice or pay in lieu of notice. The employee may end the employment relationship at any time during this period without notice.

During the probationary period the employee's manager will monitor the employee's performance. At the end of the probationary period, the employee's manager will determine whether the employee's employment will continue.

Employees are not eligible for benefits during the probationary period. Upon successful completion of the probationary period, the employee, if eligible, will be enrolled with Saitsa's group benefits plan.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Compensation	HR-12	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

Saitsa's goal is to provide a compensation package that will attract, reward, retain and motivate exceptional employees while maintaining fiscal responsibility and ensuring equity.

Payment of Wages

Employees' wages will be established at the time of hiring and may be increased from time to time based on performance, market conditions, and budgetary considerations.

Employees are paid by direct deposit in a semi-monthly basis. Employees must provide correct banking information and ensure that Saitsa is notified of any changes at least 1 week before a pay date.

Managers must ensure that employee timesheets are submitted on time for each payroll week.

Employees should immediately notify their managers of any discrepancy in their wages.

Benefits

Eligible **salaried employees** are entitled to the following taxable benefits:

- participation in Saitsa's health and dental plan (additional information is available in the provider's guidebook);
- parking and/or transit benefits;
- the wellness fund (described below); and
- RRSP contributions (described below).

Eligible **hourly employees** are entitled to participation in Saitsa's health and dental plan (additional information is available in the provider's guidebook).

Wellness Fund



Eligible **salaried employees** may claim up to \$400 per fiscal year (July 1 to June 30) for wellness expenses. Eligible expenses include:

- fitness center and golf club memberships and ski passes;
- fitness classes;
- sports gear including skis, ski boots, ski poles, skates (wheeled or ice skates), and golf clubs;
- outdoor gear including tents, sleeping bags, fishing rods, tracker equipment, and bicycles;
- home gym equipment including weights, yoga mats, and treadmills;
- protective gear including helmets, mouth guards and goggles;
- orthopedic home office equipment (which is not otherwise purchased by Saitsa on behalf of the employee);
- rental of all items listed above; and
- online fitness apps.

The following are not generally eligible expenses:

- clothing except as specified above (including clothing associated with fitness, skiing, golf, hiking, camping, etc.);
- accessories including sneakers or running shoes;
- camping registration fees;
- axe throwing fees;
- electronic tracking devices; and
- video games.

Eligibility of expenses will be determined by the Manager, Staff Experience. To submit a claim, employees must submit dated receipts to the Manager, Asset & Payroll Administration, prior to the new fiscal year. Reimbursement will be added to the employee's paycheque.

RRSP Contributions

Saitsa will make RRSP contributions on behalf of eligible salaried employees. The amount of the RRSP contributions is based on a percentage of their gross wages based on their duration of employment as follows:

>90 days – 1 year	3%
>1 year – 3 years	5%
>3 years – 5 years	7%
>5 years	9%

Eligible salaried employees must set up an RRSP Group Plan to participate in the RRSP contributions. Account activation information must be provided to the Manager, Staff Experience. RRSP contributions will be made concurrently with payment of the associated wages and only begin upon receipt of account information and will not be retroactive.

Parking/Transit Benefits



Saitsa will provide to eligible employees, at the option of the employee and subject to availability,

Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Training and Development	HR-13	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

either a monthly parking pass at the SAIT Campus or a Calgary Transit monthly pass.

Purpose

Saitsa's goal is to promote an environment of continuous learning and, as such, Saitsa will provide financial assistance to employees who seek additional education and training. Saitsa also supports professional memberships that are relevant and beneficial for employees' roles and responsibilities.

Approval Required

Employees seeking any funding for additional education and training under this Section must submit a Training Request Form, available from Human Resources, and must obtain the prior approval of their managers and the Executive Director. Approvals may be subject to budgetary and other considerations.

Repayment upon end of Employment

If an employee's employment with Saitsa ends for any reason within three (3) months of the completion of any additional education or training for which funding was provided under this Section, the employee must reimburse Saitsa for any funding provided in respect of the tuition for such education or training. This obligation does not apply to training which Saitsa required the employee to take.

Required Seminars, Courses and Training Sessions

Saitsa will provide funding for salaried and full-time hourly employees to take seminars, courses and training sessions required or necessary (as determined by Saitsa) to carry out the employee's job duties or benefit the organization. This funding will include the full tuition amount and the cost of any course materials.

Employees will receive their regular pay during such courses.

Employees are encouraged to take courses in Calgary. If no such courses are available, employees will be paid their regular rate for time spent travelling to and from the course, and shall be reimbursed for reasonable travel expenses including transportation, food and lodging.

If an employee fails to achieve a passing grade or mark in the course, the employee will be required to return the funding provided by Saitsa.

Continuing Education

Saitsa will provide funding for salaried and full-time hourly employees to continue their formal education on their own time and pursue certificates, diplomas, degrees, or other courses which are directly related to the employee's current position or are of benefit to Saitsa. This funding will include the full tuition amount but will not include any course materials as those materials would remain the employee's property.

If an employee fails to achieve a passing grade or mark in the course, the employee will be required to return the funding provided by Saitsa.

Non-Employment / Hobby Courses

Saitsa will provide funding for salaried and full-time hourly employees to take courses unrelated to their employment. This funding will include 50% of the tuition amount but will not include any course materials as those materials would remain the employee's property.

If an employee fails to achieve a passing grade or mark in the course, the employee will be required to return the funding provided by Saitsa.

Professional Memberships

Saitsa will pay annual dues and/or membership fees for salaried and full-time hourly employees who have professional designations relevant to their positions subject to approval of the Executive Director.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Performance Management	HR-14	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

Saitsa encourages open and honest communication between management and employees on a formal and informal basis to create a positive work environment where everyone helps each other to approve.

Procedures

Each employee will have a position description which will include standards and expectations of work to be performed.

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to avoid surprises during formal performance evaluations.

Formal performance reviews will be conducted annually. This will include a review of the employee's job performance and achievement of the work set out in the position description, a discussion regarding the employee's career goals and training required to attain those goals, a review of the employee's job description, and a review of the Saitsa Code of Conduct and Ethics form.

Performance Improvement Plans

Employees are required to meet the standards and expectations set out in their position descriptions.

If an employee's performance requires improvement, the employee's manager, in consultation with the Manager, Staff Experience, may implement a performance improvement plan ("PIP"). The PIP will outline the actions or training required to bring performance to satisfactory levels. The employee will be asked to sign the PIP to demonstrate their commitment to improve.

If the employee does not participate in the PIP process satisfactorily, or if the performance issue cannot, in the view of the employee's manager, be reasonably addressed or corrected through this method, the issue may be dealt with as a breach of this Policy.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Corrective Action	HR-15	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

Saitsa believes that employees strive to do a good job, however situations can occur where corrective action is necessary.

General

Employees are required to comply with this Policy and all other policies, standards, guidelines and directions Saitsa issues from time to time. Where this does not occur, steps may be taken.

Disclosure of Need for Support

Employees experiencing personal problems that may impact their performance are encouraged to notify their manager, who will consider options to assist the employee. There will be no disciplinary action or negative employment consequences for seeking support in this manner. However, seeking such support may not lessen disciplinary action for breaches which have occurred.

Procedures

Progressive Discipline

Saitsa follows a progressive discipline procedure. The stages of this procedure are:

1. informal verbal discussion between the employee and the employee's manager;
2. written warning issued by the employee's manager which will be placed in the employee's personnel file, with a copy provided to the director responsible for the employee's department;
3. suspension of the employee by the manager, with notice to the Executive Director and which may take two forms:
 - a. suspension with pay while conducting an investigation; or
 - b. decision making leave with pay, being one day off or less for the employee to make a plan for ways to improve the situation; and

4. termination of employment, in which event the Executive Director and the Manager, Staff Experience must be notified.

Severity of Breaches

It is not necessary for Saitsa to follow each step in the progressive discipline process. Saitsa may begin at any stage based on the severity of the breach, its potential consequences, and the employee's history.

Minor violations such as tardiness, minor inefficiencies, or similar problems may be addressed first with a verbal discussion, with further steps taken if the situation does not improve.

Serious violations such as failure to comply with policies which do not create risk for Saitsa or issues of performance will usually be addressed first with a written warning or a suspension.

Major violations such as failure to observe safety requirements, theft, dishonesty, insubordination, Harassment, or Violence may result in a suspension during investigation, and may result in termination of employment with cause without prior notice.



Policy	Section	Policy #	Approved by	Approval Date
Human Resources Policy	Termination	HR-16	M. Stromme	October 18, 2021
			Revision Date	
			Effective Date	October 18, 2021

Purpose

This Section is intended to establish the expectations and processes to be followed at the end of an employee's employment relationship with Saitsa.

Notice of Termination

Notice by Employees

Employees who intend to resign are required to give notice to Saitsa as follows:

Length of Employment	Notice
90 days or less	None
Greater than 90 days, less than 2 years	1 week
2 years or more	2 weeks

Notice by Saitsa

Saitsa will give notice to employees of termination, or pay in lieu of such notice, as follows:

Length of Employment	Notice
90 days or less	None
Greater than 90 days, less than 2 years	1 week
2 years or more but less than 4 years	2 weeks
4 years or more but less than 6 years	4 weeks
6 years or more but less than 8 years	5 weeks
8 years or more but less than 10 years	6 weeks
10 years or more	8 weeks

Additional notice or pay in lieu of notice may be given in Saitsa's discretion. Saitsa may also terminate employment for cause at any time without notice or pay in lieu of notice.

Termination Procedures

Managers must notify the Manager, Assets & Payroll Administration and the Manager, Staff Experience prior to any termination of an employee's employment.

Managers are responsible for recovering all Saitsa property from an employee prior to the employee's last day of work, including keys, building and parking access cards, laptops, Saitsa credit cards, etc.

Employees who resign may be asked to participate in an exit interview to be conducted by Manager, Staff Experience.

Employee Acknowledgement Form

HR POLICY MANUAL SIGN-OFF

I have read, understand and agree to abide by the policies, guidelines and expectations in the SAIT Student Association HR Policy Manual.

Employee's Name (print)

Date

Employee's Signature

*Please return form to your manager within 1 week of hire.

Overtime Agreement

It is hereby agreed between:

[Employee Name]

(the “**Employee**”)

-and-

The SAIT Students’ Association

(“**Saitsa**”)

1. If the Employee works greater than 8 hours in a day or 44 hours in a work week, a work week comprising Monday to Sunday, Saitsa will provide time off with pay in place of overtime pay for those excess hours.
2. The time off with pay in place of overtime shall be provided, taken and paid at the regular rate of wages at a time that the Employee could have worked and received wages from Saitsa.
3. The time off shall be provided, taken and paid within 6 months of the end of the pay period in which it was earned.
4. If the time off in place of overtime pay is not provided, taken and paid in accordance with paragraph 3, the employee shall be paid at the overtime rate for all the overtime hours with respect to which time off was not provided, taken and paid.
5. Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.
6. Saitsa shall provide a copy of this agreement to the employee.
7. No amendment or termination of this agreement shall be effective without at least one month’s notice in writing by one party to the other.

Dated this _____ day of _____, 20 _____

Manager's
Signature:_____

Employee's
Signature:_____



Leave of Absence Request Form

Employee Name: _____ Position: _____

Department: _____ Location: _____

First Day of Absence: _____ Day of _____ Month of _____ Year

Last Day of Absence: _____ Day of _____ Month of _____ Year

Total number of days absent: _____

Reason for Absence: (e.g. sick, jury duty, etc.)

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

****Please file in employee file**



Training Request Form

To be completed by employee:

Employee Name: _____ Date: _____

Position: _____ Department: _____

Please check type of training requested:

- | | |
|--|---|
| <input type="radio"/> Required seminar/course/training | <input type="radio"/> Professional Membership |
| <input type="radio"/> Continuing Education | <input type="radio"/> Non-Employment/Hobby Course |

Course Description:

Institution: _____

Course Name: _____

Cost: _____ Start Date: _____ End Date: _____

Add additional information or comments to the back of this form if necessary.

Business Benefit: *(please describe the benefit this course will provide in your position and to the Agency)*

Long Term Educational Objective: *(please advise if you will continue education or will pursue a designation or certification)*

I understand and agree that if I resign within 1 year of the completion of this course, I will be required to reimburse Saitsa for \$XXX.XX which represents 100% of the cost of the training and any related expenses. I authorize Saitsa to deduct this amount from my final pay.

Manager's Name: _____ Title: _____

Manager's Signature: _____ Date: _____